

**FILE #B.....**

**Note to Applicants:** This application form is to be used if the **CENTRAL ALMAGUIN PLANNING BOARD** is the consent granting authority. In this form the term “subject” land means the land to be severed and the land to be retained.

**Completeness of the Application**

The information in this form that **must** be provided by the applicant is indicated by **black arrows** on the left side of the section numbers. This information is prescribed in the Schedule to Ontario Regulation 197/96 made under the **Planning Act**. The mandatory information must be provided with the appropriate fee. If the mandatory information and fee are not provided, the CAPB will return the application or refuse to further consider the application until the information and fee have been provided.

The application form also sets out other information that will assist the CAPB and others in their planning evaluation of the consent application. To ensure the quickest and most complete review, this information should be submitted at the time of application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. As a result, the application may be refused.

- 9 copies of the completed application form and 10 copies of the sketch are required by the CAPB. The copies may be used to consult with other ministries or agencies that may have an interest in the application.
- Applications for Building Lots under 10 acres must have clearance letters from the North Bay Mattawa Conservation Authority for septics. Call 474 5420 North Bay or 746 7553 Parry Sound for information.

Measurements are to be in metric units.

**For Help**

To help you understand the consent process and information needed to make a planning decision on the application, refer to the Guide.

You can also call:

Diana Georgie, Secretary - Treasurer  
Central Almaguin Planning Board  
63 Marie St, P. O. Box 310  
South River, On POA 1X0 705 386 - 2573  
e-mail monitored daily: centralalmaguinplan@hotmail.com  
Web Page for forms: www.strongtownship.com

**Submission of the Application**

- **One application form is required for each parcel to be severed.**
- The applicable fee is \$600 per lot created, per Lot Addition or per Right of Way – effective January 1 2011

**➔ Please Print and Complete Appropriate Box(es)**

**1. Application Information – MUNICIPAL TAX - ROLL #**

**➔ 1.1** Name of Owner(s). **An owner’s authorization is required in Section 11.1, if the applicant is not the owner.**

Name of Owner(s)	Home Telephone No.	Business Telephone No.
Address		Postal Code

**1.2** Agent/Applicant: Name of the person who is to be contacted about the application, if different than the owner.  
(This may be a person or firm acting on behalf of the owner.)

Name of Contact Person/Agent	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.

**2. Location of the Subject Land (Complete applicable boxes in 2.1)**

**➔ 2.1**

District	Local Municipality/Unorganized Township	Former Municipality	Section or Mining Location No.
Concession Number(s)	Lot Number(s)	Registered Plan No.	Lot(s)/Block(s)
Reference Plan No.	Part Number(s)	Municipal Address	Parcel Number

**➔ 2.2** Are there any easements or restrictive covenants affecting the subject land?  
 No     Yes    If **Yes**, describe the easement or covenant and its effect.

**3. Purpose of this Application**

3.1 Type and purpose of proposed transaction (check appropriate box)

<input type="checkbox"/> Transfer	<input type="checkbox"/> Creation of a new lot	<input type="checkbox"/> Addition to a lot	<input type="checkbox"/> An easement	<input type="checkbox"/> Other purpose
<input type="checkbox"/> Other	<input type="checkbox"/> A charge	<input type="checkbox"/> A lease	<input type="checkbox"/> A correction of title	

3.2 Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged

3.3 If a lot addition, identify the lands to which the parcel will be added.

**4. Description of Subject Land and Servicing Information (Complete each subsection.)**

4.1 Description

Frontage (m.)	Severed	Retained
Depth (m.)		
Area (ha.)		

4.2 Use of Property

Existing Use(s)

Proposed Use(s)

4.3 Buildings or Structures

Existing (Date of Construction)

Proposed

4.4 Access (check appropriate space)

Provincial Highway

Municipal road, maintained all year

Municipal road, seasonally maintained

Other public road (e.g. LRB)

Right of way

Water Access (if so, describe below)

Describe in section 9.1, the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road.

4.5 Water Supply

Publicly owned and operated piped water system

Privately owned and operated individual well

Privately owned and operated communal well

Lake or other water body

Other means

4.6 Sewage Disposal (Check appropriate space)

Publicly owned and operated sanitary sewage system

Privately owned and operated individual septic tank<sup>1</sup>

Privately owned and operated communal septic system

Privy

Other means

(1) A certificate of approval from the North Bay Mattawa Conservation Authority submitted with this application will facilitate the review.

4.7 Other Services Check if the service is available

Electricity

School Bussing

Garbage Collection

4.8 If access to the subject land is by private road, or right of way was indicated in section 4.4., indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year.

**5. Land Use**

- 5.1 What is the existing official plan designation(s), if any, of the subject land?

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- 5.2 What is the zoning, if any, of the subject land? If the subject land is covered by a Minister's zoning order, what is the regulation number?

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- 5.3 Are any of the following uses or features on the subject land or within 500 metres of the subject land, unless otherwise specified. Please check the appropriate boxes, if any apply.

Use or Feature	On the Subject Land	Within 500 Metres of Subject Land, unless otherwise specified (indicate approximate distance)
<input type="checkbox"/> An agricultural operation including livestock facility or stockyard		
<input type="checkbox"/> A landfill		
<input type="checkbox"/> A sewage treatment plant or waste stabilization plant		
<input type="checkbox"/> A provincially significant wetland (Class 1, 2 or 3 wetland)		
<input type="checkbox"/> A provincially significant wetland within 120 metres of the subject land	N/A	
<input type="checkbox"/> Flood plain		
<input type="checkbox"/> A rehabilitated mine site		
<input type="checkbox"/> A non-operating mine site within 1 kilometre of the subject land		
<input type="checkbox"/> An active mine site		
<input type="checkbox"/> An industrial or commercial use, and specify the use(s)		
<input type="checkbox"/> An active railway line		
<input type="checkbox"/> A municipal or federal airport		
<input type="checkbox"/> Utility corridors		

**6. History of the Subject Land**

- 6.1  Has the subject land ever been the subject of an application for approval of a plan of subdivision or consent under the **Planning Act**?  
 No     Yes     Unknown    If **Yes** and **if Known**, provide the Ministry's application file number and the decision made on the application.
 

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- 6.2 If this application is a re-submission of a previous consent application, describe how it has been changed from the original application
 

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- 6.3  Has the subject land ever been the subject of an application for approval of a plan of subdivision or consent under the **Planning Act**?  
 No     Yes    If **Yes**, provide for each parcel severed, the date of transfer, the name of the transferee and the land use.
 

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**7. Current Applications**

- 7.1  Is the subject land currently the subject of a proposed official plan or official plan amendment that has been submitted to the Minister for approval?  
 No     Yes     Unknown    If **Yes** and **if Known**, specify the Ministry file number and status of the application.
 

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- 7.2  Is the subject land the subject of an application for a zoning by-law amendment, Minister's zoning order amendment, minor variance, consent or approval of a plan of subdivision?  
 No     Yes     Unknown    If **Yes**, and **if Known**, specify the appropriate file number and status of the application.
 

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**8. Sketch** (Use the attached Sketch Sheet) To help you prepare the sketch, refer to the attached Sample Sketch.

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➤ The application shall be accompanied by a sketch showing the following:

- the boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained
  - the boundaries and dimensions of any land owned by the owner of the subject land and that abuts the subject land the distance between the subject land and the nearest township lot line or landmark, such as a railway crossing or bridge
  - the location of all land previously severed from the parcel originally acquired by the current owner of the subject land
  - the approximate location of all natural and artificial features on the subject land and adjacent lands that in the opinion of the applicant may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks
  - the existing use(s) on adjacent lands
  - the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way
  - if access to the subject land is by water only, the location of the parking and boat docking facilities to be used
  - the location and nature of any easement affecting the subject land
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**9. Other Information**

Is there any other information that you think may be useful to the CAPB or other agencies in reviewing this application? If so, explain below or attach on a separate page.

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**10. Affidavit or Sworn Declaration**

➤ I, \_\_\_\_\_ of the \_\_\_\_\_  
in the \_\_\_\_\_ make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me

at the \_\_\_\_\_

in the \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 2 \_\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Applicant

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**11. Authorizations**

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- 11.1 If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

**Authorization of Owner for Agent to Make the Application**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application for a

consent and I authorize \_\_\_\_\_ to make this application on my behalf.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Owner

- 11.2 If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.

**Authorization of Owner for Agent to Provide Personal Information**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application for a consent and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I authorize

\_\_\_\_\_ as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of the application.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Owner

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**12. Consent of the Owner**

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- Complete the consent of the owner concerning personal information set out below.

**Consent of the Owner to the Use and Disclosure of Personal Information**

I, \_\_\_\_\_, am the owner of the land that is the subject of this consent application and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the **Planning Act** for the purposes of processing this application.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Owner

- The CAPB will assign a File Number for complete applications and this should be used in all communications.

**Applicant's Checklist:** Have you remembered to attach:

- 9 copies of the completed application form?
- 9 copies of the sketch?
- 2 copies of the North Bay Mattawa Conservation Authority comments regarding Septic system
- The required fee payable to the Central Almaguin Planning Board

**Forward to:** CENTRAL ALMAGUIN PLANNING BOARD, P.O.Box 310, South River, ON POA 1X0

**Sketch Sheet**

**Sketch Accompanying Application. (Please Use Metric Units)  
(See Section 8)**

**Key Plan N**



# Sample Sketch

Key Map

Please Use Metric Units

To Convert	Multiply by	To Find
Feet	0.3048	Metres
Acres	0.4046	Hectares

